



Boeing Employees Alpine Society Operating Procedures

Preamble: The Boeing Employees Alpine Society (BOEALPS) was founded in 1963 with the stated mission of providing educational and social opportunities to Boeing employees for recreation in mountaineering.

The Constitution & By-Laws (C&BL) is a mandatory club contract created and approved by Boeing Enterprise Recreation and BOEALPS. The C&BL establishes the minimum Boeing club requirements.

The BOEALPS Operating Procedures (OP) is a supplementary document to the BOEALPS Constitution & By-Laws to elaborate on club specific requirements, operations, and procedures not required by Boeing Enterprise Recreation.

The articles of this document coincide where applicable with BOEALPS Constitution articles, or are a continuation of those articles content.

The term "class" is used herein to define a BOEALPS endorsed educational class consisting of a combination of classroom sessions and outdoor practical skills sessions (namely the Basic Mountaineering Class or BMC, the Basic Rock Class or BRC, the Alpine Climbing Class or ACC, and the Wilderness First Aid or WFA). The term "activity" is used herein to define any other activity, event, gathering, outing, campout, seminar organized and hosted by BOEALPS.

ARTICLE I NAME

Section 2

- a. BOEALPS is a registered nonprofit corporation with the office of the Secretary of State of Washington State. This registration must be renewed on an annual basis to remain active, as stated in the Treasurer duties of Article IV, Section 4, Item h.
- b. BOEALPS is recognized as a tax-exempt corporation by the Internal Revenue Service (IRS) under Section 501c(7) of the Internal Revenue Code ("Social Clubs"). As such, and in order to maintain this tax-exempt status, BOEALPS is obligated to meet the requirements of Section 501c(7), among them:



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- i. File an annual return as specified by the IRS, as stated in the Treasurer duties of Article IV, Section 4, Item g.
- ii. Be supported mainly by membership fees, dues, and assessments.
- iii. Limit income from sources outside of membership to 35% of gross club receipts.
- iv. Within the amount specified in iii., limit income from the use of the club facilities or services by the general public to 15%.

ARTICLE II MEMBERSHIP

Section 1 In addition to the categories defined in the BOEALPS C&BL, membership shall be open to the following:

- e. Associate membership as defined by Boeing Enterprise Recreation associate membership policy, as defined in the document “Associate Membership Policy” available on the Boeing Recreation website.

Section 2

- a. An active BOEALPS membership is due payment each fiscal year of club operation, and consists of the following pricing structure:
 - Individual member or associate: \$30.
 - Individual retiree: \$25.
 - Family membership: \$35.
- b. Any Boeing employee, retiree, contractor or associated family member who qualifies for membership per Article II, Section 1 and participates in any capacity in a BOEALPS class or activity is required to pay membership dues.

ARTICLE III OFFICERS

This article is as defined in the BOEALPS Constitution.



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ARTICLE IV DUTIES OF OFFICERS

Section 1 In addition to the responsibilities outlined in the BOEALPS Constitution, the President shall:

- g. Become the Past President for a full term, upon completion of the final term as President.
- h. Have the authority to sign checks when the Treasurer is unavailable. Be the secondary BOEALPS point of contact with BECU bank, when the Treasurer is unavailable.
- i. Sign with the Treasurer all contracts approved by the Executive Board.
- j. Sign contracts with the appointed head instructor(s) for each of the BOEALPS endorsed classes.
- k. Be the first and principal BOEALPS point of contact with Boeing Enterprise Recreation.
- l. Be informed of and oversee the resolution of any discrimination or harassment claim being reported either directly from an individual, or through a class head instructor or club activity organizer.
- m. Be the de facto Chair of the Education Committee by virtue of the office of the President. As such, the President will oversee the drafting and approval of the class contracts, and will work to resolve any issues brought forth by a class head instructor.
- n. Ensure that annual Executive Board elections are held at the stipulated date and in full compliance of the Constitution & By-Laws and Operating Procedures.

Section 2 In addition to the responsibilities outlined in the BOEALPS Constitution, the Vice President shall:

- c. Be informed of and oversee the resolution of any discrimination or harassment claim being reported either directly from an individual, or through a class head instructor or club activity organizer.
- d. Sign contracts with the appointed head instructor(s) for each of the BOEALPS-endorsed classes.
- e. Be the secondary BOEALPS point of contact with Boeing Enterprise Recreation, when the President is unavailable.
- f. Be the de facto Chair of the Communications Committee by virtue of the office of the Vice President. As such, the Vice President is to ensure that all communication channels used by the club are operational and up to date at all times, and that all publicly available club information is correct and current.



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- g. Ensure, as Chair of the Communications Committee, that club-wide announcements are distributed in a timely manner to publicize club activities.
- h. Oversee, as Chair of the Communications Committee, the publication of the club newsletter, *The Alpine Echo*, on a regular basis or as required based on available content needing to be distributed to the membership.
- i. Request, as Chair of the Communications Committee, a report out from activity organizers following the activity, for documenting, archiving and publication in the newsletter.

Section 3 In addition to the responsibilities outlined in the BOEALPS Constitution, the Secretary shall:

- e. Provide Executive Board meeting minutes for review by the Executive Board members in a timely manner before the next Board meeting. Upon approval, the Secretary shall make the minutes available to the membership, and shall specifically notify individuals who were assigned action items, if those individuals were not present at the meeting.
- f. Maintain the club archives, and provide access to club records as requested by Boeing Enterprise Recreation representative, or by club members.
- g. Maintain the Constitution and By-Laws and Operating Procedures, and ensure that latest version is always available to the membership and Boeing Enterprise Recreation representative.
- h. Be informed of and oversee the resolution of any discrimination or harassment claim being reported either directly from an individual, or through a class head instructor or club activity organizer.
- i. Be the de facto Chair of the Membership Committee by virtue of the office of the Secretary. As such, the Secretary is to promote membership in the club, as well as ensure that membership benefits are maintained and accessible to the membership, and meet the needs of the membership.
- j. Work, as Chair of the Membership Committee, in close collaboration with the library and equipment focals to maintain the club equipment inventory, including repairs, new purchases, and disposal of obsolete items.

Section 4 In addition to the responsibilities outlined in the BOEALPS Constitution, the Treasurer shall:





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- g. Ensure that active 501c(7) non profit status is maintained and in good order at all times with the Internal Revenue Service, including filing the annual taxes for the club.
- h. Ensure that BOEALPS registration as a non profit corporation is maintained and in good order at all times with the Washington Secretary of State.
- i. Provide monthly financial status of the organization at the Executive Board Meeting.
- j. Finalize annual budget for the current fiscal year and submit for approval to the Executive Board at the first Board meeting of the year. Before the end of their term, propose an annual budget for the next fiscal year and provide to the incoming Treasurer-elect.
- k. Be the first and principal point of contact with BECU bank, holder of all club accounts. As such, the Treasurer has signature authority and oversight of all club accounts at BECU, and is to ensure that access to these accounts is maintained and provided only to required club-appointed individuals.
- l. Be informed of and oversee the resolution of any discrimination or harassment claim being reported either directly from an individual, or through a class head instructor or club activity organizer.
- m. Be the de facto Chair of the Activities Committee by virtue of the office of the Treasurer. As such, the Treasurer will coordinate closely with activity organizers to maintain expenses within the budget allocated for each activity.
- n. Appoint a Banquet Organizing Committee in the first quarter of the fiscal year, and coordinate closely with this Committee to maintain expenses within the budget allocated for the banquet.

Section 5 In addition to the responsibilities outlined in the BOEALPS Constitution, the Past President shall:

- c. Remain as Past President until the expiration of the latest Presidential term.
- d. Inform the current year Executive Board of the logistics of the day-to-day operations of the club, including key operating documents, location of club archives, contact information of key volunteers, and reminders of recurring obligations, action items, and activities.
- e. Be informed of and oversee the resolution of any discrimination or harassment claim being reported either directly from an individual, or through a class head instructor or club activity organizer.
- f. Be the de facto Recurring Activities Focal of the Activities Committee by virtue of the office of the Past President. As such,



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the Past President accepts to perform the functions listed under Article VI, Section 3.b.iii.

ARTICLE V ELECTION OF OFFICERS

Section 9 The new officers shall participate actively in all Executive Board meetings immediately following their election to effectively transition into their roles, and shall assume their full duties at the first regular Executive Board meeting in January of the following fiscal year.

Section 10 Absentee ballots by means determined by the Nominating Committee (paper or electronic) may be accepted as a substitute for in-person voting.

ARTICLE VI COMMITTEES AND BOARDS

Section 2 Executive Board

- d. The Executive Board shall be the sole owner of all BOEALPS endorsed classes, and as such shall be the final authority in establishing class mission, purpose and organization.
- e. The Executive Board shall be responsible for appointing a head instructor for each class, and shall reserve the right to nullify this appointment in the event that a head instructor breaches any term of the contract signed between BOEALPS and said instructor.

Section 3 Committees

- a. Membership Committee

In order to support the responsibilities of the Membership Committee outlined in the BOEALPS Constitution, the Membership Committee chair (to be the Secretary of the Executive Board) shall nominate and assign committee members to the following functions:

- iv. Membership Records, to:
 - 1. Maintain an up-to-date roster of the membership.



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2. Collect and archive all Release of Liability forms from BOEALPS members and guests participating in club activities.
- v. Equipment Focals, to:
1. Maintain at the disposal of members a selection of equipment and gear, owned by BOEALPS, at 3 physical locations defined as North, Central, and South.
 2. Ensure that equipment is borrowed by current members in good standing and that each member borrowing equipment fills out and signs the rental agreement.
 3. Provide an accurate and current list of equipment on a yearly basis at the December Executive Board meeting, with recommendations for replacements, repairs, and new acquisitions, to support the needs of the membership.
- vi. Marketing, to:
1. Be responsible for maintaining the club relationships with local outdoors equipment stores.
 2. Be responsible for researching opportunities potentially benefiting the membership and the club in relation to equipment purchases.
- vii. Library, to:
1. Maintain at the disposal of members a selection of mountaineering-related books, owned by BOEALPS, at a physical location defined as Central.
 2. Ensure that any book is borrowed by current members in good standing and that each member borrowing books fills out and signs the rental agreement.
 3. Provide an accurate and current list of books on a yearly basis at the December Executive Board meeting, with recommendations for new acquisitions, and disposals of obsolete editions, to support the needs of the membership.

b. Activities Committee

In order to support the responsibilities of the Activities Committee outlined in the BOEALPS Constitution, the Activities Committee chair (to be the Treasurer of the Executive Board) shall nominate and assign committee members to the following functions:



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- iii. Recurring Activities Focal (to be the Past President), to:
 - 1. Secure organizers for annual recurring club events, activities, seminars, Summer Climb Series, and Winter Climb Series, in a timely manner for the current year.
 - 2. Coordinate dates and secure group campsites for the annual campouts for the following year.
 - 3. Solicit advance information and follow-up reports from organizers and forward to the Communications Committee for publication.

- iv. Banquet Organizing Committee, to:
 - 1. Plan, promote and coordinate the annual club banquet, to be held on a Friday evening in November and prior to the Thanksgiving holiday.

c. Education Committee

In order to support the responsibilities of the Education Committee outlined in the BOEALPS Constitution, the Education Committee members shall perform the following functions:

- iii. Education Committee chair (to be the President of the Executive Board) to:
 - 1. Nominate a candidate for Class Coordinator to be brought to the Executive Board for a vote, with a simple majority required to confirm the appointment.
 - 2. Direct the activities and focus of the Class Coordinator.

- iv. Class Coordinator, to:
 - 1. Plan, coordinate and host an annual Classes Summit between Executive Board, Class Head Instructors, and other guests as appropriate, to review class curriculums, address any issues common to all classes, and ensure that classes meet the needs of the membership.
 - 2. Promote the interaction of the instructor pool across all classes.
 - 3. Reach out to and remain engaged with other outdoors organizations with similar education goals, with the aim to commonize teaching methods and mountaineering techniques.





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v. Class Head Instructors, to:

1. Plan, promote, coordinate and hold the club classes annually, as defined by each class respective contract.
2. At the end of their tenure, nominate a subsequent head instructor, based on direct first-hand assessment that the nominee has the specific skills, experience, and disposition necessary to safely and effectively lead their class. This nominee is to be brought to the Executive Board for a vote, with a simple majority required to confirm the appointment.

d. Communications Committee

In order to support the responsibilities of the Communications Committee outlined in the BOEALPS Constitution, the Communications Committee chair (to be the Vice President of the Executive Board) shall nominate and assign committee members to the following functions:

iv. Echo Editor, to:

1. Publish the club newsletter, The Alpine Echo, on a regular basis or as required based on available content needing to be distributed to the membership.
2. Propose improvements to the newsletter, as deemed required to better serve the purposes of the club.
3. Engage the membership and all club participants regularly to gather content for the newsletter such as announcement of upcoming activities, report outs from recently held activities, regular mountaineering-related columns, trip reports, and others.

v. Webmaster, to:

1. Maintain all functionalities of the website, and ensure that the website is always operational and secure.
2. Provide support to any officer, organizer, or member requiring to access or use the website for club purposes.
3. Propose improvements to the website, as deemed required to remain current and to better serve the purposes of the club.
4. Request updated content to the website pages, when content is noted to be obsolete or invalid.





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- vi. Social Media, to:
1. Maintain all functionalities of the social platforms, and serve as moderator to ensure that content is appropriate and related to club matters and interests.
 2. Provide support to any officer, organizer, or member requiring to access or use the social media platforms for club purposes.
 3. Propose improvements to the social media platforms, as deemed required to remain current and to better serve the purposes of the club.
 4. Engage the membership and all club participants regularly to post content to the club social media platforms such as announcement of upcoming activities, report outs from recently held activities, mountaineering-related topics, trip reports, photos, and others.

ARTICLE VII MEETINGS

Section 4 Executive Board meetings shall be held on the second Tuesday of each month. However, each year the incoming Executive Board may review and change the day of the week to best fit personal schedules. The meeting however shall be held the second week of the month regardless of day.

ARTICLE VIII AMENDMENTS

Section 5 The Executive Board has sole responsibility of the Operating Procedures.

Section 6 The Operating Procedures document does NOT require approval or coordination with Boeing Enterprise Recreation. However, it must follow all applicable operating procedures set by Boeing Enterprise Recreation, if any.

Section 7 A unanimous vote by the Executive Board is required to amend the Operating Procedures. Following approval, amended Operating Procedures shall replace all publicly available copies, and a notice shall be sent to each member.



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ARTICLE IX ADDITIONAL GUIDELINES

Section 1 Regarding discrimination and harassment:

- a. BOEALPS will conduct all club classes and activities with no tolerance towards discrimination and harassment of any kind, in accordance with Boeing Company policy.
- b. Any discrimination or harassment claim is to be reported in a timely manner to any Board member for resolution.

Section 2 Regarding use of club funds:

- a. All BOEALPS officers, committee members, activity organizers, class instructors shall agree to fulfill their responsibilities on a volunteer basis and will not receive remuneration other than reimbursement of personal expenses incurred while fulfilling their responsibilities, unless stipulated by a written contract approved and signed by the Executive Board.
- b. All and any membership dues and activities dues collected by BOEALPS shall be used solely for the purpose of organizing and conducting club activities, maintaining club operations, and further the goals and objectives of the club.
- c. Specifically, BOEALPS funds shall not be used for providing alcohol or recreational drugs during club-sponsored activities, unless as stipulated in the exception of paragraph d. below.
- d. As each of the BOEALPS classes (BMC, BRC, ACC, WFA) is governed by a contract whereby the head instructor is awarded funding to conduct the class and has full responsibility for managing the allocated funding, the head instructor may choose at their discretion to provide alcohol in limited and controlled quantity at non-climbing and social gatherings of class participants. Under no circumstances shall such an allocation of the class funding take precedence over the budgetary requirements of conducting the class.

Section 3 Regarding release of liability:

- a. It shall be the responsibility of each activity organizer to ensure that every participant has signed a release of liability form, and that



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all forms are retained and provided to the Membership Committee for archiving.

Section 4 Regarding activities:

- a. Although BOEALPS officers and committee members can provide support, it shall be the responsibility of each activity organizer to plan, promote, coordinate and hold their activity in a timely manner to support the schedule of the activity.
- b. To support the cost of BOEALPS operations and cover the expenses related to organizing, publicizing and hosting an activity, the Treasurer and activity organizer shall determine jointly if a participation fee is required for holding the activity, and agree on the fee structure for members and guests.
- c. BOEALPS officers and committee members shall endeavor to encourage the BOEALPS community to propose and organize activities that keep the community engaged and help further the goals and objectives of the club.





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ARTICLE X

SIGNATURES

President

Print Name: Brian Wuebkenberg

Sign Name:  Date: 11/21/2020

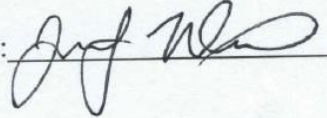
Vice President

Print Name: Evan Malina

Sign Name:  Date: 1/4/2021

Treasurer

Print Name: Jennifer Watson

Sign Name:  Date: 02/18/21

Secretary

Print Name: Francois Godcharles

Sign Name:  Date: 12/12/2020

Past President

Print Name: David Wheeler

Sign Name:  Date: 2/9/2021

